Purpose of the document
This document explains how to use the Fee Remission eForm to submit and review applications for Fee Remission in Special Circumstances at the University of Melbourne.

Application URL
Table of Contents
Create a Fee Remission Application.......................................................... 3
Review Fee Remission Applications....................................................... 8
Further Assistance................................................................................. 9
Create a Fee Remission Application

Please follow the steps below to submit an application for Fee Remission in Special Circumstances.

1. Open a web browser and navigate to the Fee Remission website:

2. If you are an active student select the option Yes to login.
   If you are not an active student (Alumni) select the option No.

3. As an active student you can login using your username and password.

4. As Alumni you will need to enter your student ID, first name, last name and date of birth.
5. The following message will be displayed if you are not eligible for Fee Remission in Special Circumstances. You will not be able to proceed with your application.

6. The Eligibility Assessment screen will display your current student details as recorded by the University.

**Important**: If you are an active student and your contact details are incorrect you are advised to cancel this application and update your details in the student portal first. As Alumni you will be able to update your contact email and postal address in this application.

7. Type the **Academic Year** of the subjects that you want to apply for Fee Remission and click ‘Find Subjects’
8. **Select the subjects** that you intend to request Fee Remission for.

![Subject Selection Table]

**Important**: You are always required to provide supporting documents for a Fee Remission application. Due to Commonwealth Legislations you are not eligible for Fee Remission after the 12-months deadline unless you have extenuating circumstances and can provide relevant documentation.

9. Click **Next** to proceed to the next page.

10. Select the **Reasons** why you want to apply for Fee Remission.

```
* Remission Reasons
☑ Medical circumstances
☐ Family circumstances
☐ Course-related reasons (e.g. course redesign)
☑ Personal circumstances
☐ Employment related circumstances
```

11. You must provide a brief **Explanation** describing your individual circumstances.

![Explanation Text]

12. Specify how you will **provide supporting documents** for this application by choosing from the following options.

```
* Supporting Documents
I will attach the required documentation with this application
I have already supplied ALL the required documentation
I will provide documents within the 28 day cut off
```

**Important**: You must provide supporting documents within 28 days otherwise your application will lapse.
13. If you have already supplied documents you must specify the name of the university department that you have provided these to and the date these were provided.

14. Click Next to proceed to the next page.

If you have selected to attach documents at the time of the application you be presented with the following screen.

15. Click Browse to select a document locally stored on your computer.

   Note: You can attach any document type but it is suggested to use standard formats only, e.g. Word, .PDF, .JPG. The maximum size of a single document is 50 MB.

16. Click Save Document to attach the document to the application.

17. Repeat the process for all documents that you would like to attach to the application.

18. Click the Delete symbol to remove an uploaded document from the list.

   Note: You will not be able to remove a document once you have submitted the application.

19. Click Download if you wish to verify the content of the attached document.

20. Click Next to proceed to the next page.
21. Carefully **review** all information shown on the Confirmation page.

**Important:** Ensure that your contact details, selected subjects and the reasons provided are correct. Click **Back** to return to previous pages if required.

![Confirmation page](image1)

**Subjects for which you are seeking fee remission**

- **Course:** Bachelor of Engineering
- **Subject Code:** CHEN0018
- **Status:** Withdrawn
- **Subject Name:** Particle Mechanics and Processing
- **Study Period:** Semester 1
- **Academic Year:** 2013
- **Withdrawn Date:** 2013-04-30
- **Census Date:** 2013-03-31
- **Liability:** Commonwealth Supported Place
- **Time Limit:** Y
- **Withdrawn:** No

**Application Details**

- **Remission Reason:** Medical circumstances, Personal circumstances
- **Details explaining your circumstances:** Severe injury sustained in a car accident
- **Details explaining your circumstances - attached documents must be used if you run out of space:**
- **Supporting Documents:** I will attach the required documentation with this application

![Application Details](image2)

**Attached Documents**

- **File Name:** IEP.txt
- **Doc Size (KB):** 1.12

![Attached Documents](image3)

22. You must **declare** that the information you have provided is true and correct.

![Declaration](image4)

23. Click **Submit** to submit the Fee Remission application.

24. The following page will be presented after submitting the application successfully.

![Application Status](image5)

**Your application has been submitted.**

- You will be notified of the outcome of your application within 28 days.

![Notification](image6)

You will also receive a notification email sent to your nominated email address confirming the submission of your Fee Remission application.

**Important:** You must provide pending supporting documents within 28 days otherwise your application will lapse.
Review Fee Remission Applications

You are able to review the details and the status of your Fee Remissions applications.

1. Click **Submitted Applications** in the Fee Remission section.

2. The list provides an overview of all submitted Fee Remission applications.

3. Click the **ID** of the application that you would like to review.

4. Review the details provided in the submitted application.
5. Press **Back** to return to the application list.

6. Click **Attach Document** to attach additional supporting documents to your application.

   ![Image of Fee Remission Applications screen]

   *Note: Independent supporting documentation is required, your statement alone is insufficient. Please see FAQ for information on acceptable documentation. If you are lodging outside the time limit, documentation supporting your inability to lodge within the time limit should be attached here. You will need to contact the Fees Team via email (fee.remission@unimelb.edu.au) if you would like specific documents removed from your submitted application.*

7. Click **Browse** to select document locally stored on your computer.

   **Note:** You can attach any document type but it is suggested to use standard formats only, e.g. Word, .PDF, .JPG. The maximum size of a single document is 50 MB.

8. Click **Save Document** to attach the document to the application.

9. Repeat the process for all documents that you would like to attach to the application.

   **Note:** You will not be able to remove documents attached to the application.

10. Click **Download** if you wish to verify the content of the attached document.

11. Click **Back** to return to the previous page.

**Need Further Assistance?**

If you require further assistance or would like to report an issue with this application form, please call **13 MELB** or visit [ask.unimelb](http://ask.unimelb.edu.au/app/contact).